

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA 3  
ARCADIA MENTAL HEALTH CENTER**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

**Senior Typist Clerk—Spanish Speaking**

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Spanish-speaking Senior Typist Clerk (STC).

**EXAMPLES OF RESPONSIBILITIES**

- Supervises 2 to 4 Intermediate Typist Clerks (ITCs)
- Ensures that ITCs are posting claims accurately and posts billing in IBHIS
- Receives and processes requests for records from attorneys, Social Security Administration and other agencies
- Follows up on billing errors with Clinical staff and Supervisors to ensure that error corrections are completed
- Serves as back-up and performs reception counter duties, such as checking in clients for appointments, monitoring and scheduling appointments for the Staff Psychiatrists
- Processes new clients into IBHIS by completing the admission bundle
- Checks documents for completeness, accuracy and compliance with legal and other requirements
- Serves as a back-up Time Keeper
- Initiates Service Requests and serves as back up to order supplies
- Works on special assignments and reports under the direction of the Staff Assistant and Program Head as needed

**DESIRABLE QUALITIES**

- Experience supervising subordinate staff
- Extreme accuracy in typing and data entry skills a must
- Experience in Excel, Word, and Outlook
- Bilingual language capability with fluency in English/Spanish

Individuals currently holding the title of STC are encouraged to submit their resume, Performance Evaluations and Master Timesheet for the last 2 years by November 20, 2015.

**Fax or Email information to:**

Fernando Landeros

[Flanders@dmh.lacounty.gov](mailto:Flanders@dmh.lacounty.gov)

Phone number: (626) 254-1400 \*\*\* Fax number: (626) 821-0858